



310 Maple Park Avenue SE
PO Box 47387
Olympia, Washington 98504-7387

(360) 705-7846 • Fax (360) 705-6820
www.wsdot.wa.gov/ACCT

Michael Harbour
*Representing the Washington
State Transit Association*

Reg Clarke
*Representing the Washington
Association of Pupil
Transportation*

Liz Dunbar
DSHS Deputy Secretary

Glen Hallman
Consumer Representative

Paula J. Hammond
WSDOT Chief of Staff

Andrew Johnsen
*Governor's Transportation
Policy Advisor*

Marilyn Mason-Plunkett
CTA-NW

Marcia Riggers
*Office of Superintendent of
Public Instruction*

Bernice Robinson
Consumer Representative

Legislative Members:

Senator Margarita Prentice
Senator Jim Horn
Senator Mark Doumit
Senator Larry Sheahan

Representative Fred Jarrett
Representative Mark Miloscia
Representative Alex Wood

Agency Council on Coordinated Transportation (ACCT)

Friday, October 1, 2004
9:30 a.m. to 12:00 p.m.
WSDOT Large Commission Board Room (1D2)
Olympia, WA

Meeting Summary

Attendance

Council Members

Judy Giniger, WSDOT
Allan Jones, OSPI
Bernice Robinson, Citizen Representative
Michael Harbour, WSTA
Marilyn Mason-Plunkett, CTA-NW
Doug Porter, DSHS
Glen Hallman, Citizen Representative
Reg Clarke, WAPT

WSDOT Staff

Robin Phillips, ACCT Administrator
Don Chartock
Cathy Silins
Seija Blaylock
Steinun Priem

Welcome and Introductions – Judy Giniger

Ms. Giniger, Director of PT & Rail Division, opened the meeting by introducing herself. The council and audience then introduced themselves.

Approval of the Meeting Notes – Judy Giniger

Ms. Mason-Plunkett motioned to approve August 2004 meeting notes as written. Motion seconded and meeting notes approved.

Budget Update – Robin Phillips

Ms. Phillips directed members to the budget spreadsheet and explained the budget information. It now properly reflects funds used for the Performance Measures Summit. The department is now fully staffed as will be reflected in the declining salary budget. The Trip Planner budget will reflect expenses for work done in the previous quarter by the next meeting. Now that most of the preparation work is done the work will proceed quite rapidly. About half of the state's funds will be spent by the end of the biennium.

Mr. Hallman asked if the Federal portion could be carried over. Ms. Phillips pointed out that the funds could be carried over to the next fiscal year and be used over a period of five plus years.

There have been no other major expenditures or changes in the budget from the last meeting. Ms. Phillips directed the members to the proposed update to the budget and work plan and introduced Mr. Chartock to present the information.

Work Plan Budget — Don Chartock

Mr. Chartock referred to the work plan, and indicated that some of the funds were being moved from Performance Measures. Outreach & training will receive \$20,000. Updating the Volunteer Drivers Guide and the Vanpool & special needs project will receive \$35,000. By documenting these projects and publishing the best practices, others will be able to access these strategies for training and continued use.

Ms. Phillips continued with the next item in the work plan. WSDOT has an agreement with Department of Transportation in Oregon to build and develop the trip planner. The process of obligating the funds since the reimbursement program has taken some time but the funds will be used well and spent out by next fall.

Mr. Chartock pointed out that funds have been moved from the performance measures budget column. One reason is that Seija Blaylock is taking on a portion of the work that a consultant was to be hired for. A benefit of doing this is that WSDOT is able to consistently document and manage transit information. The process of developing the trip planner, performance measures and statistical summary provides greater accuracy and is easier to access.

Mr. Hallman asked if the software for the trip planner would be contracted and developed after the data is collected or if that is moving along at this time.

Ms. Phillips stated that everything is happening concurrently.

Mr. Hallman asked how it is possible to move ahead with the software development while the data is being collected.

Ms. Phillips explained that much of the data from the transit entities has been obtained and elements to be included are identified. The information technology team is managing the program development so

that it can be integrated in the department's infrastructure. The goal is to develop a program that is user friendly for our constituency and our customers.

Ms. Giniger asked if there is a prototype available to help others have a sense of what we have so far?

Ms. Phillips states that in the last three months prototypes have been developed. Within another three months it will be more accurate and ready for wider critique. The prototype will inform people about the project.

Ms. Mason-Plunkett has been in Portland for a meeting regarding the creation of 211 (the state information referral line for any kind of social or health service). The trip planner was being considered in the discussion. The objective is that the 211-line and the 511-line will be integrated along with the trip planner for Oregon, Washington and Idaho.

Ms. Phillips says that in the next six months to a year, people are going to have much more personal experience with the trip planner. ACCT staff will be going out and spending time talking to the transportation providers and the social service people about it. At the next meeting ACCT will discuss the draft implementation plan and also the timeline.

The last work plan item to discuss is the technical assistance. As the project development and program revision begins, time will need to be spent in the communities making them aware of the options available to meet local needs since there has been a loss of some services. Another goal is to work toward consistent project development with the local coalitions and with communities that wish to develop local coalitions in order to develop more community-based solutions to transportation issues.

Ms. Giniger added that during the presentation to commission for the WTP on special needs Transportation, the chair, Dale Stedman was interested to know if there was a coordinating coalition in the Spokane area. This area is one that needs a functioning coalition, especially now with the Greyhound cuts. Greyhound withdrawing has caused legislators to believe there is an emergency situation that has to be rectified. Additional data is necessary for the needs of the communities to be clarified, thus getting the coalitions back and working is very critical. Ms. Phillips added that stable funding is necessary to maintain the services available.

Don Chartock discussed the final project, CTAA Technical assistance. The Community Transportation Association has a federal grant of \$150,000 and will provide half the service costs for approved projects. Eleven projects have been identified, three of which are in process.

1. Asotin County is forming a transit district, which has great potential to be one of the first coordinated systems developed from its conception.
2. Valley Transit while looking for a provider to replace Greyhound service have been encouraged to assess the needs of the people and the reason it wasn't profitable for Greyhound to continue their service. The CTAA funds are being used to conduct this needs assessment.
3. Lastly, the Mason County coordinating coalition is switching over being a 501(c) 3 non-profit. This will be the first coordinated coalition that has an official non-profit status, which will make them eligible for additional funding and opening up other options. The results are of interest, as they will help us know if it is worth replicating other places.

Mr. Hallman asked for clarification of Mason Transit's changes.

Mr. Chartock explained that Mason Transit has contracted out their service. Now they feel it would be best to provide the service in-house, including providing dispatch and drivers. Dave O'Connell added that they now have forty-six employees including transit authority, drivers, dispatchers and mechanics. They have purchased all contracts and acquired a larger facility to bring together all components of the agency. As of January 1st, it will become Mason Transit, which will include ParaTransit.

Paul Meury asked for further details regarding the Asotin County efforts.

Mr. Chartock responded that counties have two options — the special needs PTBA or Regular PTBA. Those are the basic transit districts. The Asotin county commissioners decided to go out for a regular transit district countywide. Asotin County has been designated as an urbanized area making them ineligible for rural funding. To access funding for urbanized areas it was best to form a transit district.

Mr. Hallman asks if the special needs PTBA was recently adopted and do we have any in the state.

Mr. Chartock stated the special needs PTBA have been available for 2 – 3 years. Kittitas County actually has a special needs PTBA, but has not yet gone out for a ballot measure.

Ms. Giniger asked for the eleven CTAA Technical assistance projects to be clarified.

Mr. Chartock identified some of the additional projects:

- Spokane County has requested assistance for setting up their JARC Program. JARC funds are from the federal government and the assistance funds can be used for help with the JARC program and we can even include efforts to reinstate the coalition.
- The Gorge has requested some very general assistance with their coalition work. A meeting to fine tune their needs will be set at a future date.
- A peer review for the transit system in Longview has been requested.
- Some of this funding will be used for evaluations of the transportation for homeless school children.
- Snohomish County and Yakima have requested help with coordination implementation.

Mr. Hallman requested a little more detail at future meetings regarding the efforts to combine the dispatch between the PTBA and the Medicaid transportation brokerage system.

Mr. Chartock responded that the next agenda would include further details on the Common Ground project. Additionally, it is possible that the Asotin County Medicaid broker will be doing the dispatch for the transit system as well.

Ms. Giniger stated that staff plans to update the council at each meeting on the progress of the projects. This will allow Council members to be more familiar with them and stay abreast of the progress.

Council Member Appointments – Judy Giniger

Ms. Giniger proceeded to council member appointments. She was happy to report that all of the members have been reappointed, including Mr. Hallman, Ms. Robinson, Mr. Harbour, Ms. Mason-Plunkett and Mr. Clarke. Reappointments will be for two-year terms.

Outside of the Agenda – Judy Giniger

Mr. Jones has brought back the circuiting United We Ride Award.

Mr. Jones stated that he was given the United We Share Award at the last meeting, which WSDOT had been presented in Washington D.C. Once the award has been shared with the other interested agencies it was suggested that those participating in the coordinated transportation projects should receive it. Possibly the council could decide on a permanent home for it at that time. An in-house ceremony might be appropriate also. The award has been held at DSHS, OSPI, and WSDOT. The council is asked to determine the length of the circulation, where to next and also a permanent residence for the award.

Mr. Chartock reminded the council that the reason the award was received was due to the work of the local coalitions. In appreciation for their work the award should be shared with them.

Ms. Giniger gave an example of Mason County's program. Their fine example has been sited numerous time and people all over the country know about it. Mason County would be a good place to start sharing the award.

Ms. Mason-Plunkett suggested that the ceremony be held at the state legislature so that it raises the awareness of the legislature about public transportation and what is being done in the state.

Draft Annual Report – Robin Phillips

Ms. Phillips stated the requirement for bi-annual reports to the Legislature by the ACCT council. The ACCT council was behind in their reporting, thus they have published the 2002 report for last year and will publish the 2004 report this year. Final approval is needed to meet the due date of December 3rd. The report covers the program structure, current projects and future projects planned. The objective is to create a picture to help people visualize the interests and the long-range goals for ACCT. It is necessary to identify and incorporate the issues important to ACCT members. As an advocacy document, the goal of the ACCT council report is to provide information for the legislature, to our organizations and to individuals looking at Washington. The Council was asked to review the circle diagram, performance measures, strategic plan and other information between now and the next meeting and respond. Council feedback will be incorporated. Some stories gathered by the contract people, Don and Angela Barbary from CTAA Northwest will be included. They show what coalitions have been doing, and how these experimental projects have translated into people's lives. It is important legislature understands that the projects are not just affecting people one at a time but whole groups. If anyone has pictures from their organization that they would like to see incorporated please provide us with copies. It is important to make sure that the report reflects the breath of the work and the positive opportunities that ACCT provides the state. It should reflect what every organization is doing, not just ACCT staff.

Ms. Phillips introduced Ms. Blaylock to present some information on different transportation types by county. This is fundamental to provide the legislature and the council a reflection of the work being accomplished.

Performance Analysis – Seija Blaylock

Seija Blaylock directed attention to the handout Draft Baseline Performance Measures Definitions for Costs per Trip 2003. The performance measure summit was held on March 24th. The ACCT council members discussed how to create an initial study of statewide special needs transportation. Cost per ride was decided upon as good indicator for what the ACCT Council needed. ACCT decided to look at the entire state by county. The ACCT Council members were asked to provide their input later to the definitions.

Definitions were divided by:

Broker - broker meaning an entity that arranges for another organization to provide the ride

Provider - an organization that directly provides the ride themselves

FTA definition of county populations:

Urban - more than 200,000 people

Small urban - between 200 and 50,000 thousand people

Rural - less than 50,000 people

These proposed definitions would be used when creating performance measures year after year. This did affect some transit definitions. For example, Clallam Transit is defined usually within transit circles as a rural transit, but it was moved to a small urban category.

Mr. Hallman states that this doesn't fit with a definition of a trip production. Planned trip production is 150,000 people.

Ms. Phillips explained the CTR program has a very complex and well-developed data management and performance-reporting program. ACCT staff has been working with the CTR group and we'll continue to do that to see how all of these things work together.

Mr. Hallman asked if they were supposed share the information with their contacts.

Ms. Phillips responded that if the Council has people that they are working with, their input would be appreciated at this time. This is the baseline study and staff wants to make sure that it is accurate, meaningful. Also, that the definition standard is set since this is the basis for going forward, but it is still a draft.

Mr. Hallman would like it if this data could be sent out in the mail prior to the meeting because he finds difficulty in getting the chance to go through it to see the changes.

Ms. Giniger suggested providing background information for the numbers promptly in order for the council to provide meaningful comments. The other thing that will be done is making appointments with whoever wants more information.

Mr. Hallman said there should be a section that addresses the challenges that the council and staff are faced with. Ms. Phillips recognized the need to identify the barriers that keep the system from functioning together better.

Ms. Giniger summarized that background documentation for these measurements will be provided. A workshop will be available for those interested in discussing the performance measures. The comments that you have are important for us to receive. December 3rd is the day to approve the report, which is the next meeting.

Legislative Agenda – Robin Phillips, Staff

Mr. Chartock directed attention to page 14 of the draft annual report. The last focus was helping the non-profits form an insurance risk pool.

Ms. Mason-Plunkett stated that the non-profit insurance pool has been formed as of August 20th, and currently have thirty plus members. She expects to have over sixty members as of January 1st. Ms.

Mason-Plunkett summarized the positive results for brokers are better coverage and lower rates. The program now includes additional training opportunities and risk management activities. The audience shared several positive comments on the results followed by a thank you from Ms. Mason-Plunkett to Darrin Bergman from Fremont Public and Lynn Moody from Hopelink did a lot of the work to bring about this legislative change.

Mr. Chartock focused on the next issue of the Stretcher Bill. Currently anyone who must travel lying down is required to travel via ambulance, which is prohibitive due to expense. The governor's council on disabilities and the ambulance industry began to work on a compromise that will benefit everyone. The bill would allow anyone who owns their own gurney to be exempted from taking an ambulance. This bill does not cover all contingencies. Mr. Chartock then asked if the Council would like to support the Stretcher Bill. The council agreed knowing this is a step in the right direction.

Mr. Chartock focused on the UTC temporary permit issue. The need for an immediate solution was seen when Greyhound dropped services. Temporary coverage of services weren't allowed without a permit. The temporary permit would grant 180-day certificates while the regular permitting steps were in process. Currently UTC does not have the ability to issue temporary permits. The Council supported the proposed legislation.

Ms. Giniger addressed another item for the legislative agenda – the expansion of ACCT membership.

Mr. Chartock summarized the need for increased membership and that it should include representatives from the Association of Washington Cities, Washington State Association of Counties, CTED and the Employment Security Department. All of these have issues with special needs and coordinated transportation. He asked the council if they wanted to go forward with this.

The council agreed that increase in membership should be supported.

Ms. Giniger asked if there is anything else they would like to add to the legislative agenda.

Mr. Harbour stated that WSTA has a couple of items if the revenue is available.

- They are encouraging there be flexible revenue to support public transportation particularly for special needs. As coverage is minimal they will be requesting a significant increase in special needs funding. They are proposing a statewide funding package. The main thrust will be for direct distribution funding available on a continuing basis rather than just grant funding or a mix of the two.
- WSTA is also supporting addition funding for ACCT to continue and increase its work. The specifics are not available but that increased funding available for Agency Council on Coordinated Transportation to address barriers to coordination of service between public transportation agencies and other providers.

Mr. Chartock stated there has been discussion of past funding cuts for ACCT. Both the ACCT group and outsiders have commented that these cuts have hurt them. ACCT has encouraged application through the competitive grant process for project development type projects. Some are hesitant to do so feeling they may lose other funding. Mr. Harbour said the main focus is the October 19th summit for WSTA and CTA to have a 30-minute presentation ready for the Commission. Proposals for special needs will be the focus for 2005-2007 and beyond.

Homeless Children Transportation – Don Chartock

Mr. Chartock handed out a copy of the grant application for Transportation for Homeless Children. He explained that the applications are due on October 29, 2004 at 5:00 p.m. Recipients will be chosen by December. The project period will begin immediately and must be complete by August 31, 2005. The Grant Review Team may include, but is not limited to WSDOT staff, OSPI staff, the Community Transportation Association of the Northwest, and other members of ACCT.

It was noted that in the future when referring to the Homeless Children Transportation issue that it would be referred to as Children in Transition. Terminology is not necessarily a concern when discussing with ACCT members and similar organizations. It is more of a confidentiality issue with the children.

For more information on the grant application and procedure please see our website:

www.wsdot.wa.gov/acct/default.htm

Common Ground Project Update – Doug Porter

Mr. Porter commented that he is happy to report on the Common Ground project. He advised the council that last week there was a very productive meeting held between himself, Paratransit Services, DSHS Medicaid Program Staff, Robin Phillips, and Tim Payne from Pierce County Transit.

Mr. Porter mentioned that in December he should be able to report on how the model is coming together and implementation of the project should begin in early 2005.

New Web Site – Seija Blaylock

Ms. Blaylock reported that the new ACCT web site is completed. Ms. Blaylock wrote the text for the site and organized the information. She thanked John Nichols, Dawn Marie Moe, and Tonia Buell for their hard work and dedication to the project. If anyone has any suggestions to improve the site please let Ms. Blaylock know by sending an email to blaylos@wsdot.wa.gov

You can review the site at www.wsdot.wa.gov/acct/default.htm

Comments from Council and Audience –

Ms. Giniger reported that the 2003 Summary of Public Transportation is released today. It is going to the Legislative Transportation Committees and it is also on the web site. The Summary report is published annually. Ms. Giniger pointed out that Tonia Buell is the project manager of this publication and it is the first year that the data has been collected electronically.

Christie Scheffer from Paratransit commented on Homeless Children. She reported that Paratransit, the Medicaid broker for Pierce County is contracting with Tacoma School District to transport ten eligible pupils. They are also contracting with Sumner School District and that contract is starting today. She also reported that they have implemented a transportation request form on-line. Tacoma Schools will be testing this procedure next week. Once the testing is complete it will be accessible to each school district.

Ms. Giniger thanks the council members and audience for attending.

Next meeting –

Where: Washington State Department of Transportation building
310 Maple Park Ave
Olympia, WA

When: Friday, December 3, 2004

Time: 9:30 a.m. to 12:00 p.m.